



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ARCHAEOLOGIST COORDINATOR

Job Number: 20001533

Job Code: 80050V151116

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates work of professional archaeologists and other field workers and personally performs archaeological research and documentation of archaeological sites; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a master's degree in anthropology, archaeology or cultural resource management (applied anthropology) or a related field supplemented by one year of archaeology or anthropology experience concentrated in the United States OR Ph.D. in anthropology with an emphasis in archaeology, United States prehistory or cultural resource management (applied anthropology).

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates work of archaeologists, survey crews, field workers and other personnel during field and laboratory activities. Monitors construction activities, examines archaeological sites found during construction, evaluates the potential of sites found during construction, makes recommendations as to their dispensation and writes reports detailing salvage and monitoring activities. Conducts archaeological investigations and writes reports, assesses the significance of archaeological sites located, tested or excavated during investigations in accordance with state and federal rules and regulations and recommends further archaeological investigations when necessary. Prepares artifact analysis which includes describing, measuring, placing in a typological framework and interpreting the function of the site. Reviews past and current archaeological research, ecological and cultural historic data pertaining to a specific project area. Draws test unit profiles. Maintains liaison with local groups and organizations to provide expertise in the identification, preservation and development of archaeological sites. Completes National Register Nomination forms on archaeological sites for submission to the National Park Service. Maintains files on each archaeological site.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed both in an office setting and in the field.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*